

July 8, 2008 Update Consolidated Application Schedule*

Due Date	Activities
March 15	Local Educational Agencies (LEAs) complete assigned Needs Assessment for <u>upcoming year</u> <ul style="list-style-type: none"> For non-North Central Association (NCA) Schools either the MDE Comprehensive Needs Assessment or the EdYES! report For NCA Schools either the Standards and Assessment Report or Self Assessment report
April	<ul style="list-style-type: none"> LEAs begin revision of School Improvement and LEA Improvement Plans for the <u>upcoming year</u> including needs, goals, objectives, strategies and activities (with estimated costs) LEAs invite and begin consultation with private non-profit schools for the <u>upcoming year</u> LEAs prepare Consolidated Application budgets to fund activities consistent with the general <u>upcoming year</u> budgets
April 15	LEA final due date for budget amendments for <u>previous year</u> carryover funds and changes to <u>current academic year</u> programs
May	MDE posts the LEA Planning Cycle for <u>upcoming year</u> data entry
June 1	LEA final due date for all amendments related to summer school or summer professional development
June 30	<ul style="list-style-type: none"> LEAs adopt <u>upcoming year</u> budgets (including funds proposed in the Consolidated Application) LEAs and private non-profit schools reach agreement on <u>upcoming year</u> plans
Mid July	MDE posts the Title I School Selection Application and Consolidated Application for <u>upcoming year</u> data entry
15 Business Days After Allocations Posted	Due date for LEAs to submit <u>upcoming year</u> LEA Planning Cycle, Title I School Selection and Consolidated Application in substantially approvable form for a July 1 obligation date
August 30	LEAs complete current year summer school and summer professional development programs
September	<ul style="list-style-type: none"> LEAs begin all full year supplementary academic programs with the first day of the school year LEAs and private non-profit schools begin implementation of programs and services
September 30	Michigan Department of Education (MDE) posts Final Expenditure Report for LEAs that have not drawn down all approved <u>previous year</u> funds
October 1	<ul style="list-style-type: none"> LEA recommended due date for REP data entry necessary to complete current year Title I Comparability Application on time MDE posts current year Title I Comparability Application for data entry
November 15	LEA final due date to complete data entry and submit <u>current year</u> Comparability Application
November 30	LEA final due date to submit Final Expenditure Reports for <u>previous year</u>
December 15	LEA final due date to apply for <u>current year</u> Consolidated Application funds
January - March	<ul style="list-style-type: none"> LEAs make final staffing changes due to required <u>current year</u> comparability corrections and implement at the beginning of the second semester LEAs evaluate the success of current year activities, prepare assigned needs assessment and begin planning for the coming year

* NOTE: The attached Questions and Answers provide essential information required to more fully understand the details of this schedule.

Q & A for the 2008-09 Consolidated Application

The Consolidated Application schedule and the Q & A are companion documents, each depending on the other to provide meaning and context. The schedule provides due dates for key activities to complete the previous year's Consolidated Application while simultaneously planning and implementing the next year's Application.

1. **Were any Title V funds appropriated by Congress for 2008-09?**

Title V was not funded for 2008-09. There will be no new Title V funds allocated for this year. Districts will be able to use carryover and transferability provisions of Title V for 2008-09. Specific directions on how to apply for Title V Carryover funds will be forwarded in a separate notification.

2. **What makes an Application "substantially approvable?"**

The Consolidated Application is substantially approvable if ALL of the following conditions are met:

- a. The LEA Planning Cycle Application was developed based on a data-driven needs assessment (preferably using the MDE or NCA tool) and submitted with clearly defined needs, goals, objectives, and strategies directly supporting the highest priority academic needs of the schools and districts; and
- b. The Title I School Selection Application is submitted including all schools in the district and all necessary data for MDE to act on this application; and
- c. The Consolidated Application is submitted with all of the required elements from the Consolidated Application Checklist including clearly-defined activities directly tied to the needs, goals, objectives and strategies in the LEA Planning Cycle Application along with the associated activity costs including supplies, materials, equipment, contracts and staffing to be funded by the programs; and
- d. The Consolidated Application demonstrates that the plan being funded is focused on improving academic achievement, is comprehensive and cohesive; and
- e. Each activity being funded is allowable, allocable, consistent with Federal and state laws, regulations and guidance and meets the intent and purpose of each Federal grant source included in the Consolidated Application; and
- f. School-level budgets are submitted for all Title I schoolwide schools, all Title I schools that did not make Adequate Yearly Progress (AYP) in 2007-08 and all Title I schools identified for improvement in Phase 1 or higher; and
- g. The LEA has applied for 100% of the posted allocations.

Note: MEGS will not allow submission of the Consolidated Application unless both the LEA Planning Cycle and Title I School Selection Applications have been submitted.

3. **When will the 2008-09 allocations be available?**

There have been some delays in getting the Federal program allocations from the Federal government. These have resulted in delays in posting the allocations for the Federal funds for districts.

The Office of School Improvement, Field Services Unit (FSU) is required to base Federal allocations on the actual award. The FSU received the Title I awards Friday, June 20, 2008. It is anticipated that the Title I, Part A allocations will be available in MEGS by the middle of July.

The Title II, Part A and Title II, Part D allocations will be calculated next, and we anticipate that they will be available by August 1st.

In light of this information, we will post the Consolidated Application for 2008-09 and the Title I School Selection Application at the same time as the Title I, Part A allocations are made available.

For your planning purposes, the FSU intends to give a July 1st obligation date to any Application submitted in substantially approvable form within 15 business days of the posting of the Title II, Part D allocations. For example, if Title II, Part D allocations are posted in MEGS on August 12, 2008, then Applications for Title I, Part A and Title II, Part A submitted on or before September 3, 2008, will be given a July 1 obligation date.

As any other allocations are posted (Title I, Part C; Title I, Part D; Title III and Title VI, Part B), we will notify you. Your district will be given the early obligation date of July 1, 2008 for any of these programs if you apply within 15 business days of our posting these program allocations. The specific due date for the July 1, 2008 obligation date will be posted when the last allocation is calculated.

4. **Must a district have a goal for English Language Acquisition (ELA), mathematics, science and social studies in the LEA Planning Cycle application?**

No, the district is required to complete a data-driven, comprehensive needs assessment and only establish goals to meet the identified academic needs. The identified needs may include improvement for some subjects, maintenance of performance on others and not address other subjects. All items that are included in the budget detail of the Consolidated Application, however, must be clearly linked to a need, goal, objective and strategy in the LEA Planning Cycle Application, including any costs associated with science or social studies. Also remember it is critical to plan carefully in order to best allocate your resources to meet the NCLB requirement of 100% proficiency in ELA and mathematics by 2013-14.

5. **How is the obligation date determined?**

LEAs will be given a July 1 obligation date if the Consolidated Application has been submitted in substantially approvable form (see 2.a.-2.f.) within 15 business days of the MDE posting of the final allocations. Applications not submitted in substantially approvable form will be given an obligation date that coincides with the date the application is received in substantially approvable form.

6. **How is the obligation date determined if I don't need a July 1 obligation date or the 15-business day window was missed?**

Applications submitted in substantially approvable form after July 1 or the 15-day window will receive an obligation date that coincides with the date of submission.

7. **Must all activities receive prior approval?**

Yes, prior approval is required before obligating any Federal funds. This includes approval before beginning a planned activity, the purchase of supplies, materials or equipment, the assignment of staff to a fundable responsibility, or the implementation of a contracted service. Prior approval requires early planning, early Application submission and timely amendments. Contact your FSU consultant if you are not certain that the item will be approvable.

8. **When will all Title I schools be required to submit school-level budgets?**

LEAs will be required to submit school-level budgets for all Title I schools including targeted assistance schools in 2009-10. Refer to question 2.f.

9. **When will LEAs have access to their Final Expenditure Reports and carryover funds?**

LEAs have access to Final Expenditure Reports as soon as they draw down 100% of their approved funds, or on September 30, 2008 if all approved funds are not drawn down before then. As soon as the Final Expenditure Report is filed any carryover will be added to the 2008-09 Consolidated Application. The carryover allocation can be found at the bottom of the respective budget summary page. The 2008-09 Application must be amended to access the carryover amount after prior approval.

Important Note: The LEA plan should include a comprehensive list of prioritized activities to address the highest academic student needs. The LEA should have more items in the plan than can actually be funded with state and Federal funds. When carryover is determined or a planned item is abandoned (for good reason) the LEA should revisit the prioritized list. Then the LEA should submit a Consolidated Application amendment for the highest priority activity that addresses the academic need.

10. **When will Applications and amendments be approved by MDE?**

The goal for MDE is to approve Applications as soon as possible after they have been submitted in substantially approvable form. Our goal is to have all Applications submitted in substantially approvable form by September so that the school year can begin with an approved Application.

The approval of Applications is truly a team effort including LEA staff and MDE staff working together to make sure that Applications are in approvable form the first time they are submitted. When the initial Application is of high quality, MDE should be able to raise any questions, have them resolved and approve the Application quickly. Many LEAs that participate in MDE's training workshops and use their Consolidated Application Checklists are successful in having their Application approved on the first submission.

However, MDE receives some Applications that are not in substantially approvable form. Here are some examples of common errors that require an Application to be returned and/or a later obligation date for funds:

- **The LEA submits an Application copied from last year** without the significant adjustments required to fit the new year's plan.
- **The LEA** submits an application on time, securing the July 1 obligation date, and then **amends the Application substantially** at a later time to request support for implementing a new plan. This delays reviews of other LEA Applications by requiring MDE to repeat a comprehensive review of the same Application twice.
- **The LEA submits a plan that is not focused on improving academic achievement and/or is not comprehensive or cohesive.** The MDE consultants spend considerable time trying to understand how the proposed activities compliment each other and address the academic needs defined in the LEA Planning Cycle. Typically this type of problem results in the Application being returned for clarification multiple times, creating further delays.
- **Some of the proposed activities are not allowable, reasonable or necessary according to the particular grant source.** Federal and state guidance is provided to ensure that the rules are clear and implemented consistently.
- **Appropriate school-level budgets are not submitted or the LEA does not apply for 100% of the posted allocation.** Without these items the application is considered not substantially approvable.

Both MDE and LEAs want to minimize duplication of work, returning Applications and amendments and reviewing them multiple times. When an Application or amendment is not substantially approvable it will be returned and a new obligation date assigned coinciding with the submission of a substantially approvable Application or amendment.